



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Human Resources Director

FLSA: E

SERVICE: Unclassified

REVISED: 6/1/05

Summary: Under general direction, performs supervisory and administrative work of unusual difficulty in directing the functions and programs of the Human Resources, Risk Management, Microfilm and Payroll Departments; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans, coordinates and directs the activities and programs of the departments on a County wide basis.
- Oversees and supervises department personnel in all areas of HR including benefits, employee relations, records management, microfilm, risk management and employment. Serves as employee relations coordinator.
- Administers the various employee health and benefit programs and recommends changes; serves as a member of the Arizona Counties Risk Pool.
- Establishes HR operating policies and procedures. Coordinates Human Resources services with various departments.
- Provides technical guidance relating to the interpretation of state and federal legislations, rulings, decisions, court precedents and all human resource issues in the area of public personnel administration. Ensures that the County complies with HR rules, policies, procedures and statutes.
- Maintains liaison with other county officials and department heads, supervises and participates in the preparation of a variety of management, state and federal reports and programs.
- Reviews, approves and processes all employee status changes.
- Confers with attorneys when necessary for legal advice.
- May serve as acting County Manager in the absence of the manager.

Knowledge and Skills:

- Knowledge of the principles and practices of personnel administration and risk management.
- Knowledge of government organizations and related positions.
- Knowledge of the laws and court decisions relating to public employment.
- Knowledge of the principles of supervision and management.
- Skill in analyzing the needs of departments and employees and developing and implementing necessary programs.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

Bachelor's Degree in Business Administration, Human Resources or related field; AND five years generalist experience in human resources with three in a supervisory capacity; prior work experience in a government setting preferred; PHR or SPHR preferred; OR equivalent combination of education, training and experience.